



Job Opportunity

State Controller's Office

Position: Administrative Assistant I **Salary Range:** \$3130 - \$3805 Statewide

Location: Executive Office
300 Capitol Mall, Suite 1850, Sacramento, CA 95814

Issue Date: February 9, 2000

Final Filing Date: Until Filled

Contact/Telephone:
Gilda Munoz-Carpenter, (916) 324-1506

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-720-5361-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Chief Deputy State Controller, perform a variety of administrative support functions associated with State Boards and Commissions.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Ability to respond to inquiries from legislators, members of State Boards and Commissions, tax payers, attorneys, and/or special interest organizations.
- Prepare briefing memoranda, organize associated materials, maintain the State Boards and Commissions calendar.
- Initiate correspondence, without review, for the Chief Deputy State Controller, which requires experience with a variety of personal computer software applications.
- Respond to fiscal related Office programs with minimal assistance.
- Coordinate briefings for presentation to the State Controller.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Executive Office

300 Capitol Mall, Suite 1850

Sacramento, CA 95814

Attn: Gilda Munoz-Carpenter